



Yasir M.K

Applied for Data Entry



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Kingdom of Bahrain

PERSONAL DATA

Name : Yasir Mk
 Date of Birth : 19.06.1991
 Nationality : Indian
 Marital Status : Married
 Gender : Male
 Passport No : T2003959
 Expiry Date : 10. 03. 2029
 BAH- CPR : 910635560

EDUCATION

Electronics Basic Engineering
 2015- 2016
 SSM Poly Technical Educational

Higher Secondary School
 2012 - 2014
 Malabar College in Tirur

High School
 2011 – 2012
 IKTHSS School in Cherukulamb

EXPERTISE

Microsoft Office



Adobe Photoshop



CorelDraw



MS Excel



PageMaker



Insulator



Microsoft office Publish



Microsoft Power Point



EDUCATION

Seeking challenging opportunities that will utilize my past & present and 7 years gulf experience. I have been working self Business process as a Data Entry in Shregan Copy Stationery Education Activity. I possess valuable skills with great performance that i believe make me best suited for the position of Data entry because of my skills being mentioned below.

WORK EXPERIENCE

2 Years worked as a Typing Operator (DTP) at Shregan Stationery & Photo Copy in Kingdom of Bahrain.

✚ Good knowledge of MS Office. Good knowledge of Screen Printing & Offset Printing. Expertise in DTP with exposure to various software viz. Good knowledge of PageMaker, CorelDraw, Photoshop. Experienced in making of Visiting Cards, Letter. Heads, Envelopes, Brochures, Business and Invitation Cards using DTP.

2 Years worked as a Typing Operator (DTP) at Famous Stationery & Photo Copy in Kingdom of Bahrain.

✚ All type of Computer Job Works, i.e. Laser Type setting, Letters, Applications, Project Reports, Letter Pad, Bill Books, Stickers, Chillan's, Newspaper Advertisements, Visiting Card, Wedding Cards, Broachers, Logo, Scanning, Book Work & all type of Designing Work etc..Software Installation, Antivirus Packages and CD-Writing.

3 Years worked as a Data Entry cum cashier at Al Isthisari Stationery in Azeeziya, Qatar.

✚ Able to perform other clerical duties as needed. Positive attitude and excellent interpersonal skills. Demonstrated ability to maintain good manners and efficiency in routine professional relationships.

LANGUAGES

English



Arabic



Hindi



PERSONAL SKILLS

Perform a wide range of secretarial tasks in support of the business. Contact with internal and external customer.